

EXTERNAL USER GUIDE



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
IDEM Construction Storm Water (Rule 5)
Regulatory ePortal - External User Guide
Online Registration

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www.idem.IN.gov

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The purpose of this document is to help instruct individuals on how to register for the first time into the IDEM nVIRO online software system for new Construction Storm Water coverage under CWA Rule 5.

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1. Registering in the IDEM Regulatory ePortal

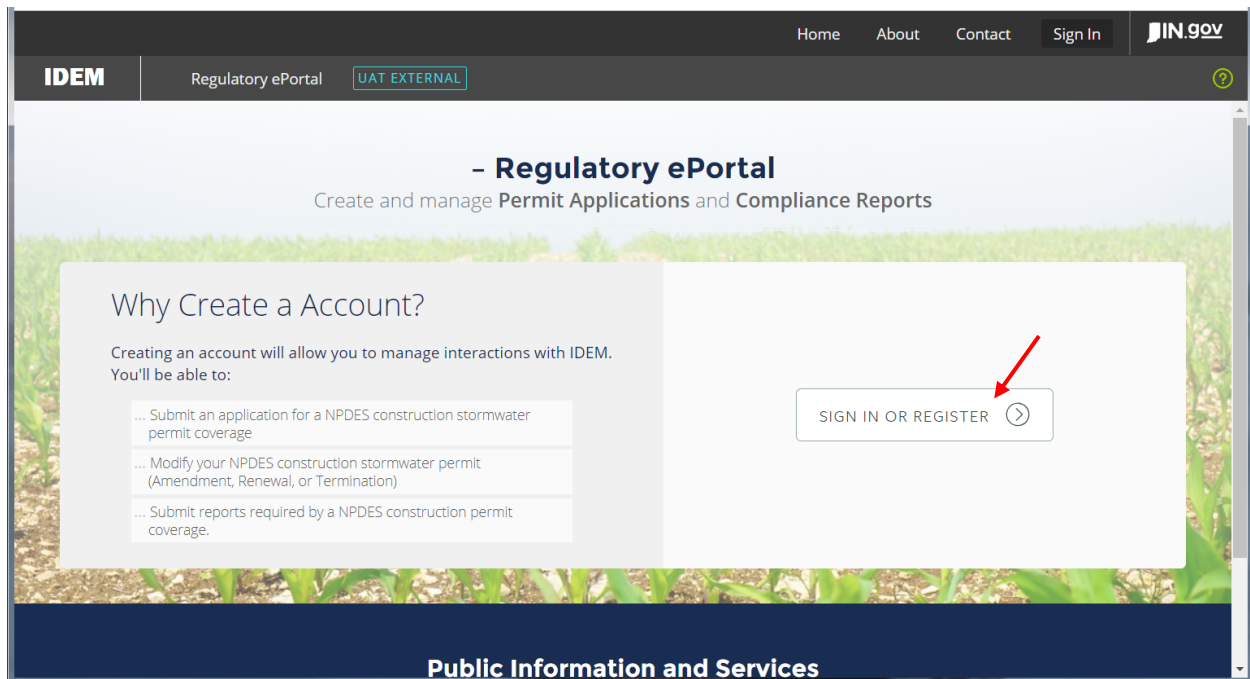
The purpose of this document is to help instruct individuals who need to apply or review existing Construction Storm Water coverage under Rule 5.

IDEM has implemented a web-based online system for use only by those individuals representing construction storm water projects. This system allows registered users to apply for a new project, or view existing permit coverage records, or submit applications, or submit Notice of Terminations.

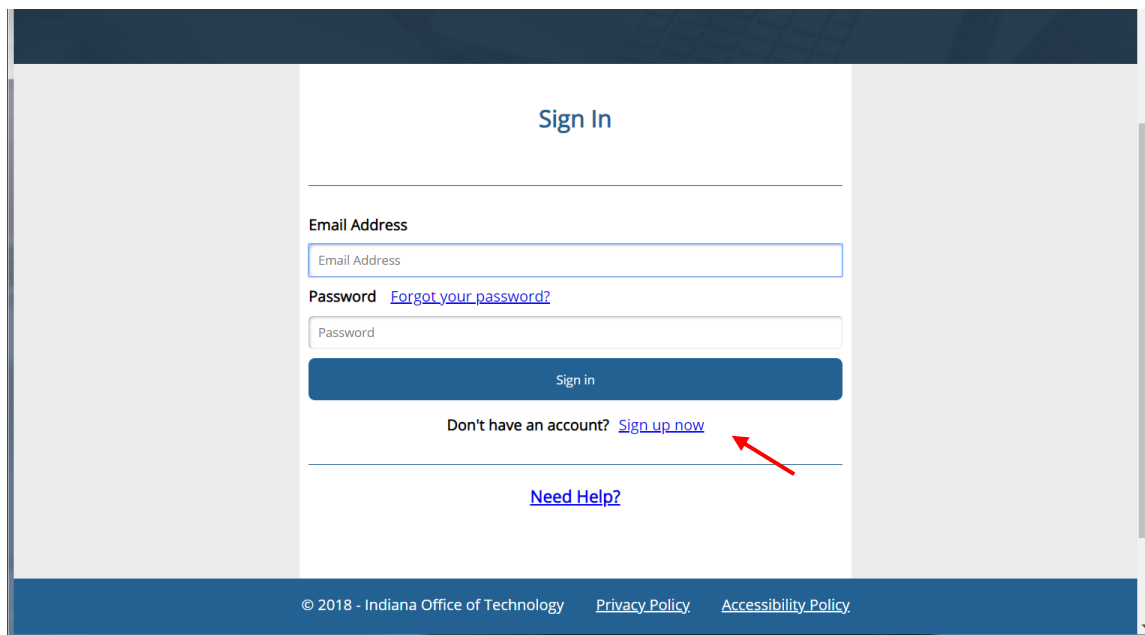
IDEM Web Online System:

Enter the following website into your web search: <https://stormwater.idem.in.gov/>

The web site that should be displayed will look like the screenshot below.



1. Click on the **[SIGN IN OR REGISTER]** button (indicated by the red arrow in the figure above)
This takes the user to the State of Indiana “Sign In” page



Sign In

Email Address

Email Address

Password [Forgot your password?](#)

Password

Sign in

Don't have an account? [Sign up now](#)

[Need Help?](#)

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If you have not logged into the IDEM Regulatory ePortal previously then continue to **Step 1. New Users:** If you are a returning user, skip to **Step 2. Returning Users:**

2. New Users:

2.A. Creating a New Account:

1. Click the “**Sign up now**” link (see the **red** arrow in the figure above)

This opens the Welcome page:

The screenshot shows the 'IN.gov' logo in the top left corner. Below it is a banner image of hands typing on a laptop keyboard with the text 'Welcome to The State of Indiana'. The form is divided into two columns: 'Step 1' on the left and 'Step 2' on the right. Under 'Step 1', there is a section for 'Email Address' with the instruction 'Please enter a valid email address.' Below this is an input field labeled 'Email Address' and a blue button labeled 'Send verification code'. At the bottom of the 'Step 1' column is a link 'Create New Password'. Under 'Step 2', there is a grey button labeled 'Create' and a blue button labeled 'Cancel'. A blue link 'Need Help?' is located between the two columns.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Email Address' input field. The arrow originates from the left and points directly to the text box.

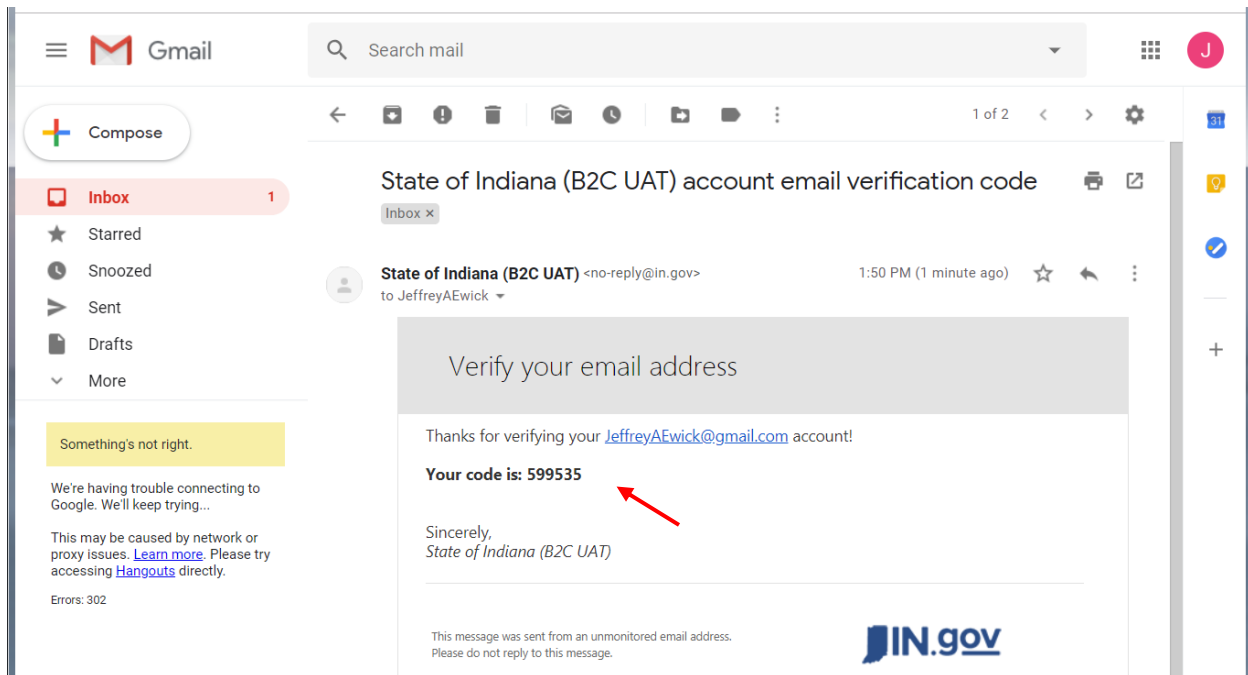
2. Enter your complete email address into the “**Email Address**” field
3. Then click the blue **[Send verification code]** button located immediately below the email field.

2.B. Email Verification:

The automated State of Indiana system will send an email the account that was entered having a verification code which may look similar to the screen shot below.

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4. Enter the code from the email (see the **red** arrow above) into the Verification code field back on the registration screen. See the **red** arrow in the screen shot below.

The screenshot shows a two-step registration process. **Step 1** includes an 'Email Address' field with the placeholder 'Please enter a valid email address.' and the value 'JeffreyAEwick@gmail.com'. Below it is a 'Verification code' field containing '599535', with a red arrow pointing to it. At the bottom of Step 1 are two buttons: 'Verify code' and 'Send new code'. **Step 2** is partially visible, showing 'Create' and 'Cancel' buttons. A blue link 'Need Help?' is located to the right of the verification code field.

5. Click the blue **[Verify code]** button located just below the “Verification code” field. The screen will adjust – hiding the verification fields.

- Begin by creating a new password (see the **red** arrow below)

Step 1

Email Address
Please enter a valid email address.
JeffreyAEwick@gmail.com

Create New Password
8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
New Password

Confirm New Password
8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
Confirm New Password

Step 2

Create

Cancel

[Need Help?](#)

- Confirm the new password by retyping it exactly in the “Confirm New Password” line

Create New Password
8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
.....

Confirm New Password
8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
.....

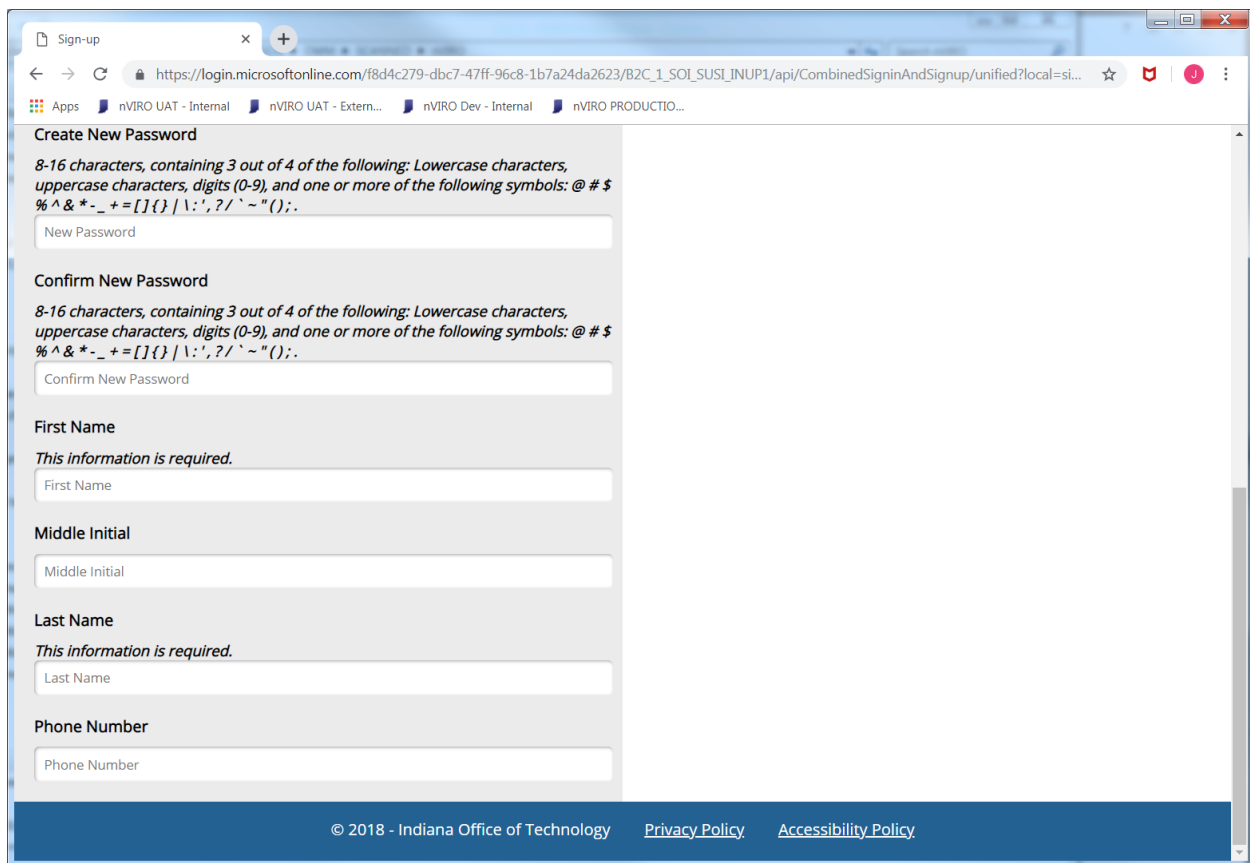
First Name
This information is required.
First Name

[Need Help?](#)

- Scroll down the page and complete the rest of the form filling in your name and phone number (see the figure below)

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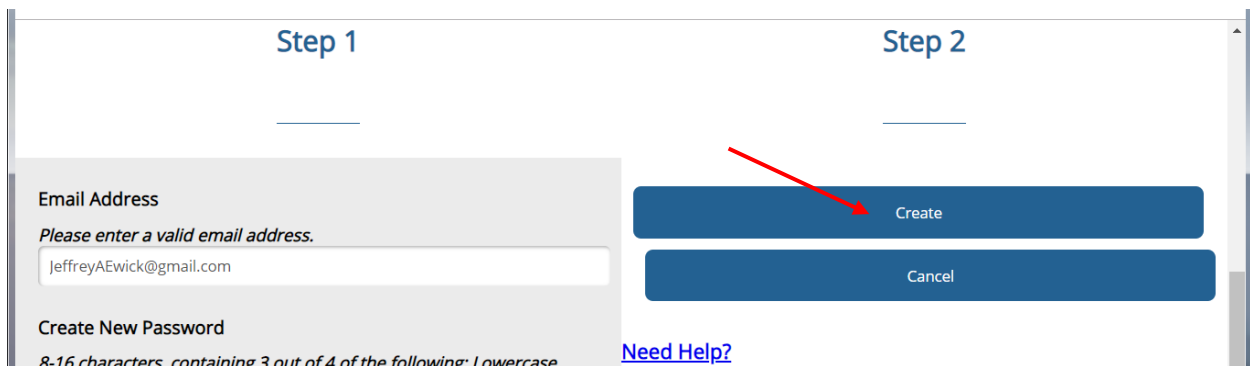


The screenshot shows a web browser window with the URL https://login.microsoftonline.com/f8d4c279-dbc7-47ff-96c8-1b7a24da2623/B2C_1_SOI_SUST_INUP1/api/CombinedSignInAndSignup/unified?local=si.... The page is titled "Sign-up" and contains a registration form with the following fields and instructions:

- Create New Password**: 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
- Confirm New Password**: 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .
- First Name**: This information is required.
- Middle Initial**
- Last Name**: This information is required.
- Phone Number**

At the bottom of the form, there is a footer with the text "© 2018 - Indiana Office of Technology" and links to [Privacy Policy](#) and [Accessibility Policy](#).

9. Scroll back to the top of the screen and click the [\[Create\]](#) button (see below)



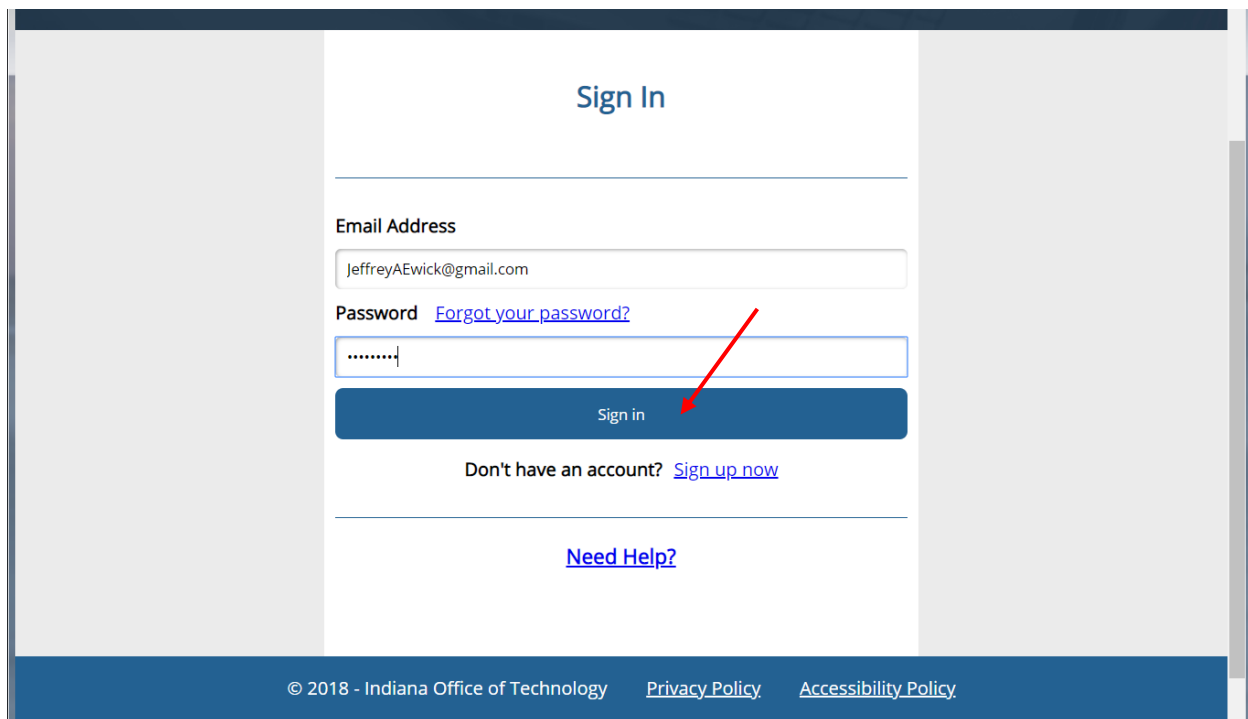
The screenshot shows the registration form with two steps: Step 1 and Step 2. Step 1 includes the "Email Address" field with the placeholder text "Please enter a valid email address." and the value "jeffreyAewick@gmail.com". Step 2 includes the "Create New Password" field with the placeholder text "8-16 characters. containing 3 out of 4 of the following: Lowercase". A red arrow points to the "Create" button in Step 2. Below the "Create" button is a "Cancel" button. A link labeled "Need Help?" is located at the bottom right of the form.

This will return the user to the Regulatory ePortal screen.

10. Continue to **Step 3. Returning Users:**

3. Returning Users:

1. Enter your email address and your password



Sign In

Email Address

JeffreyAEwick@gmail.com

Password [Forgot your password?](#)

.....

Sign in

Don't have an account? [Sign up now](#)

[Need Help?](#)

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2. Click the blue **[Sign in]** button near the center of the screen (see the arrow above)

Note: The first time that a user logs in to the system they will be asked to set up security questions. This might occur again after system software upgrades or other occasions.

3.A. Security Questions:

1. Complete the five (5) security questions. Select from any of the options provided in the drop down lists. Each must be different. **Remember the answers!** See the figure below

IDEM nVIRO IDEM Citizens Portal UAT EXTERNAL Jeff Tester 1 Ewick

Set Up Security Questions

⚠ To continue using the nVIRO system, you are required to set security questions.

About Security Questions

Security questions are used in the event you forgot your account password or wish to change your existing password. nVIRO will also ask you to answer a randomly chosen security question when submitting certain types of applications and reports.

Resetting Security Questions

Contact nVIRO support if you need to reset your Security Questions.

• Question 1

• Answer 1

• Question 3

What is the name of your favorite childhood friend?

Answer 3

• Question 4

What is the middle name of your youngest child?

Answer 4

• Question 5

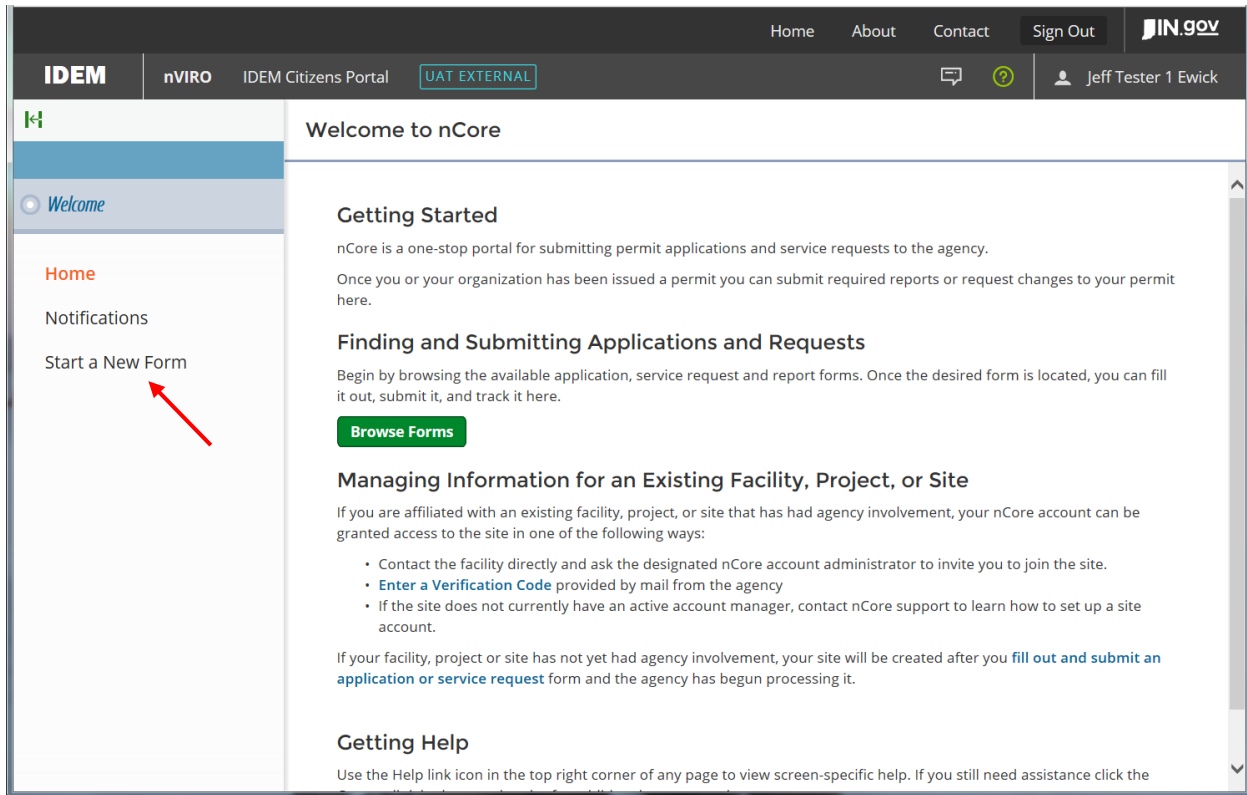
What is your oldest siblings birthday month and year? (e.g., January 1900)

Answer 5

Save

2. Upon completion of the security questions, click the **green [Save]** button at the bottom left area of the page (see the **red** arrow in the figure above)

This will take you to the IDEM nVIRO Welcome page



This completes the registration and log In process.

WELCOME to the IDEM Regulatory ePortal system!

Use the other External User guides for instructions on how to perform specific actions within the nVIRO software system.